



REPLY TO
ATTENTION OF

DIVISION OF THE ARMY
HEADQUARTERS, 2D BRIGADE(BCT), 95TH DIVISION(IT)
5316 South Douglas Boulevard
Oklahoma City, Oklahoma 73150-9704

AFRC-TOK-B-PR (140)

S: 08 Jul 2004
25 April 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Announcement of Staff Officer Vacancy

1. Reference AR 140-10, Assignments, Attachments, Details, and Transfers.
2. A board will convene at this headquarters Jul 2004 to consider applications for the position listed below:

**S4, HQ, 2nd Brigade (BCT), 95th Div(IT), Okla City, OK; GRADE: MAJ;
Branch: IM; AOC: 01A. Position available upon selection.**

3. Applicants will possess the following prerequisites:
 - a. Be presently in the grade for the position or selected for promotion.
 - b. Meet the physical fitness and height/weight standards as outlined in AR 350-15 and AR 600-9.
 - c. Have three (3) years of service remaining prior to mandatory removal date (waiverable).
 - d. Must reside within commuting distance (50 miles) of the advertised position vacancy. If not, the applicant must complete the statement shown at enclosure 4.
4. Applications are to be submitted to this headquarters, ATTN: AFRC-TOK-B-PR (Ms Colbert), to arrive not later than 08 Jul 2004. The application will consist of the following items:
 - a. A transmittal letter depicting the position for which you desire to be considered. Include both business and home telephone numbers, as shown at enclosure 1.

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b. Official photograph IAW AR 640-30 taken within the last twelve (12) months showing applicant in Class A uniform wearing all authorized awards and decorations. Applicant will prepare a standard label and type rank, name, SSN, height, weight, and date. This label will be signed by the applicant and affixed to the reverse bottom of the photograph.

c. Biographical Summary, as shown at enclosure 2.

d. Verified up-to-date copy of DA Form 2B (PQR).

e. DA Form 2-1, signed and dated by the applicant or DA Form 4037, (Officer Record Brief) for IMA/IRR Officers.

f. Copy of applicants last three (3) Officer Evaluation Reports(OER).

g. Commander's statement shown at enclosure 3.

h. Statement of Travel Distance, if applicable, shown at enclosure 4.

i. The application will be fastened to the right side of a plain manila folder with two prong (Eco) fastener (minus top). A label will be prepared and placed in the left edge of the manila folder with rank and name typed (see example).

5. Application packets may be forwarded directly to this headquarters.

6. Qualified applicants will be notified of the personal interview schedule, if applicable.

7. POC is Ms Frances Colbert, 405-419-1662, 800-427-6995 ext 262, Fax 405-419-1615
E-Mail ColbertF@usarc-emh2.army.mil.

FOR THE COMMANDER:

5 Encls

1. Transmittal Letter
2. Biographical Summary
3. Commander's Statement
4. Travel Statement
5. Sample Packet Arrangement

//ORIGINAL SIGNED//

VINCENT G. STANLEY

Supervisory Staff

Administrator

TRANSMITTAL LETTER EXAMPLE

Date

JEFFERSON, Thomas E., 000-000-000, COL

SUBJECT: Announcement of Staff Officer Vacancy

President

HQ, 2nd Brigade (BCT) Officer Vacancy Selection Board

ATTN: AFRC-TOK-B-PR (Ms Frances Colbert)

5316 S. Douglas Blvd

Oklahoma City, OK 73150-9704

1. Reference subject memorandum dated (Date), announcing an officer vacancy within the 2nd Brigade (BCT). I would like to be considered for the following position:

As advertised in referenced memorandum

2. Under the provisions of AR 140-10 and in accordance with subject memorandum this transmittal letter and the following enclosures are submitted for consideration and review:

- a. Official Photograph**
- b. Biographical Summary**
- c. DA Form 2B**
- d. DA Form 2-1**
- f. Officer Evaluation Reports (last 3)**
- d. Commanders Statement**
- e. Mileage Statement**

3. If additional information is required I may be reached at the following telephone numbers: Home-432-555-1212 or Business-432-555-1010

**7 Encls
as**

**THOMAS E. JFFERSON
LTC, IN, USAR**

Encl 1

BIOGRAPHICAL SUMMARY

As of _____

JEFFERSON, Thomas Edward, 000-00-0000

Colonel, Infantry, USAR

Date and Place of Birth: 4 July 1940, Jefferson, Iowa

Mandatory Removal Date: 15 March 2000

Home Address: 1700 Shirley Road, North Potomac, Maryland 20878-2200

Home Phone Number: (239) 555-1000

Present Assignment: ARPERCEN, Control Group (Individual Mobilization Augmentee)

**Civilian Occupation: Executive Vice President, DFS Corporation
Gaithersburg, Maryland**

Business Phone Number: (239) 555-1200 E-Mail: JeffersonT@usarc.mil.com

Enlisted Service:

RA 20 January 1960 – 9 September 1963

Source and Date of Commission or Appointment:

ROTC, 15 March 1964 (Distinguished Graduate)

Total Years of Commissioned Service: _____ (Active Duty and Active Reserve)

Over 27 years

Total Years of Service:

Over 31 years

Military Education: (Resident or Nonresident)

Year Completed

Educational Degrees:

Year received

(School, City, State – degree, major, date)

Univ of Iowa, Iowa City, Iowa B.A. Political Science

1971

Antioch School of Law, Washington, D.C.

J.D. 1985

Encl 2

JEFFERSON, Thomas E., 000-00-000

As of _____

Decorations, con't

Decorations, Service Medals, and Badges: (List by precedence) (year awarded)

Bronze Star

Meritorious Service Medal with Two Oak Leaf Clusters **19--**

**Army Reserve Components Achievement Medal with
Two Oak Leaf Clusters**

National Defense Service Medal **19--**

Vietnam service Medal with Four Bronze Service Stars

Army Service Ribbon

Republic of Vietnam Gallantry Cross with Palm Unit Citation Badge

Republic of Vietnam Campaign Medal

Chronological List of Appointments

2LT	USAR	7 Jun 62
1LT	AUS	23 Apr 64
CPT	USAR	20 Oct 66
MAJ	USAR	12 Mar 76
LTC	USAR	11 Mar 83
COL	USAR	10 Mar 88

Chronological Record of Duty Assignments: **From** **To**
(by category in chronological order without abbreviation and use OER dates)

ACTIVE DUTY (show casual status and non-rated periods)

Student, Engineer School, Fort Belvoir	Jun 62	Feb 63
Casual Status	Feb 63	Mar 63
Platoon Leader, Company C, 701st Engineer Battalion		
(Combat), 16th Infantry Regiment – Vietnam	Apr 63	Dec 64

USAR – Not on Active Duty

Control Group (Annual Training)	Jan 65	Aug 65
Student, USAR Schools	Sep 65	Feb 67
Control Group (Reinforcement)	Feb 67	May 67

ARNG – Not on Active Duty

Plans & Policy Officer (IMA), Fort Huachuca, AZ	Oct 70	Jan 74
Plans & Policy Officer, 103rd Corps Support Command		
Des Moines, Iowa	Jan 74	Feb 79
OMPD, RCPAC, St Louis, MO	Aug 82	Oct 86

(Put addendum on a separate page)

Encl 2

Staff Officer, Personnel Division, OCAR Washington, D.C.	Oct 86	Mar 88
USAR – Not on Active Duty Engineer Staff Officer (IMA), Office of the Chief		
Executive Officer, 3rd Battalion, 75th Field Artillery Houston, TX	Aug 79	Aug 82
USAR – AGR Personnel Management Officer, Engineer Branch Engineers, Washington, D.C.		
	Mar 88	Present

BIOGRAPHICAL SUMMARY, ADDENDUM A
Civilian Occupation

JEFFERSON, Thomas E., 000-00-000

As of _____

**Civilian Occupation: Executive Vice President, DFS
Corporation, Gaithersburg, Maryland**

Nature, Scope, and Extend of Responsibilities:

Has overall responsibility for design, construction, and marketing of a line of luxury travel trailers sold throughout the United States, Canada and Mexico. Supervises a staff of three vice presidents and has overall responsibilities for 200 employees at three location. Annual operation budget for 1995 is in excess of 9 million. Position requires worldwide travel to customer location

(Signature and Date)

**DO NOT INCLUDE ANY CIVIC OR COMMUNITY
ACTIVITY STATEMENTS ON THIS PAGE**

Encl 2